

AGENDA for DOE QUARTERLY TELECONFERENCE IMPLEMENTING ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

To: Environmentally Preferable Purchasing Coordinators, Green Acquisition Advocates, Environmental Compliance Representatives, Custodial Managers, Grounds Managers, Fleet and Auto Shop Managers, Facilities and Operations Managers responsible for heating systems and equipment (such as parts washers, etc.), and Contracts Staff responsible for Facilities and Operations contracts

From: Don Lentzen (DOE-HQ - Environment, Safety, & Health)
Richard Langston (DOE-HQ - Procurement & Assistance Mgt)
Bev Dyer (DOE-HQ – Energy Efficiency & Renewable Energy)
Shab Fardanesh (DOE-HQ - Energy Efficiency & Renewable Energy)
Joan Glickman (DOE-HQ - Energy Efficiency & Renewable Energy)
Rich Karney (DOE-HQ – Energy Efficiency & Renewable Energy)
Ted Koss/Emile Boulos (DOE-HQ – Environment, Safety, & Health)

Subject: Reporting on FY2005 Recycled and Biobased Product Purchases, New DOE EPP Website and Product Discussion

You Are Invited

You are invited to participate in the U.S. Department of Energy's Teleconference Workshop on Implementing Environmentally Preferable Purchasing Requirements, focusing especially on the Farm Security and Rural Investment Act Section 9002, National Energy Policy Act of 2005, and Resource Conservation and Recovery Act Section 6002 (Executive Order 13101). The logistics for the conference are:

Date: Thursday, October 27, 2005
Dial In Time: **11:00-11:10 a.m.** Eastern Daylight Time
Teleconference Time: **11:10 a.m. -12:30 p.m.** Eastern Daylight Time
Phone Number: Dial 301-903-7076 to be automatically connected

Preferred Procurement Partnership

Within DOE, the responsibility for green purchasing is spread among multiple offices and within those offices multiple organizations, each with the same need to promote the purchase of a preferred product: biobased/recycled content, energy/water efficient, alternative fuels/vehicles, and non-ozone depleting substances. Staff in each of the offices responsible for a particular preferred product initiated an informal Preferred Procurement Partnership to leverage our common efforts and give DOE sites consistent sources of information, such as these quarterly teleconferences.

Teleconference Topics

We focus each teleconference on a specific area of interest. **The main topics for this teleconference are 1) debut the new DOE Environmentally Preferable Purchasing website, 2) walk through the FY2005 reporting and award nomination websites, and 3) discuss the latest issues and opportunities that have arisen with biobased absorbent, biobased/recycled coolant, recycled viewgraphs, and Hewlett Packard life cycle analysis of remanufactured cartridges.**

Please invite your staff involved in reporting and specifying/purchasing the products for discussion to this teleconference. These are typically contracts/purchasing specialists; facilities operations, office, and fleet managers.

Please send a return e-mail message to let us know if you will participate in this teleconference so we are sure to have enough telephone lines available. Where possible, meet with your colleagues at one location so only one telephone line need be used. When responding, please give us your site name and names of those who will be joining the teleconference. Please do **NOT** tune in to the teleconference by cell phone or have the call transferred. Those types of calls block access to the teleconference for anyone calling in after.

Please be connected to the following websites during the teleconference:

- DOE Environmentally Preferable Purchasing – Resource Info (<http://www.eh.doe.gov/P2/epp/>)
- DOE Environmentally Preferable Purchasing – Reporting (<http://www.eh.doe.gov/p2/dataentry.html>)
- DOE P2/Environmentally Preferable Purchasing – Award Nomination (<http://www.eh.doe.gov/p2/p2awards/>)

The agenda for the October teleconference is:

11:10 **Welcome** - Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Lead)

11:15 **Debut of Environmentally Preferable Purchasing Website** – DOE Sites with Sandra Cannon, Moderator (Pacific Northwest National Lab)
Link to <http://www.eh.doe.gov/P2/epp/>

11:25 **Walk Through EPP Reporting Website** – Don Lentzen and Brett Goldsmith (DOE-HQ Information Technology)

Link to <http://www.eh.doe.gov/p2/dataentry.html>

11:35 **Walk Through Award Nomination Website** – Don Lentzen

Link to <http://www.eh.doe.gov/p2/p2awards/>

| 11:45 **Biobased Absorbent** – Sonja Salzman (Los Alamos National Lab)

11:55 **Recycled Transparencies/Viewgraphs** – Dennis Dobbins (Thomas Jefferson National Accelerator Facility)

Noon **Hewlett Packard Life Cycle Analysis of Remanufactured vs HP Cartridges** – Tricia Judge (International Imaging Technology Council)

12:10 **Biobased/Recycled Coolant** – Dana Arnold (Office of the Federal Environmental Executive), Sue Nogas (U.S. Environmental Protection Agency), Sam McCord (Sandia National Lab), Kim Kristof (Gemtek)

12:25 **Next teleconference**

- Date – January 26, 2006?
- Other potential topics for the next teleconference. Please share your ideas. Some suggested so far are
 - Green Purchasing in Environmental Management Systems
 - Tracking systems
 - Electronic equipment
 - Life cycle comparisons of products with seeming conflicting environmental qualities, such as recycled and zero VOC paint, solid plastic recycled and chipboard clipboards

12:30 Adjourn

A few rules for successful teleconferencing:

- Because we only have a limited number of telephone lines available, all coordinators at one site should participate in the teleconference together on one telephone.
- Keep your phones on mute (if you are using a speakerphone) unless you are speaking.
- Announce your name and affiliation before speaking each time.
- All participants will be asked to introduce yourselves at the start of the teleconference and given the opportunity for comments and questions at the end of the teleconference.

SEVEN NEWLY DESIGNATED RECYCLED PRODUCTS

Begin Purchasing and Collecting Purchasing Data by May 1, 2005

- Blasting Grit
- Furniture - Office
- Pipe – Non-Pressure
- Racks - Bicycle
- Ramps – Modular Threshold
- Roofing Materials
- Vehicle Parts – Rebuilt

Web Info: <http://www.epa.gov/epaoswer/non-hw/procure/products.htm>

SIX NEWLY PROPOSED BIOBASED PRODUCTS

Submit comments to fb4p@oce.usda.gov, including RIN number 0503-AA26 and “Proposed Designation of Items” on the subject line before September 6, 2005

- Lubricants, penetrating – 71% biobased content by weight
- Diesel fuel additives – 93%
- Urethane roof coating/sealant – 62%
- Hydraulic fluids for mobile equipment (tractors, etc.) – 24%
- Bedding, bed linens, towels (User Housing Facilities?) – 18%
- Water tank coating/sealant – 62%

Web Info: <http://www.regulations.gov/freddocs/05-12978.htm>

SOURCES OF INFORMATION

DOE’s “Environmentally Preferable Products Program” website for access to the reporting site, annual report, teleconference agenda and minutes, and sources of helpful information

U.S. Department of Energy’s RCRA 6002/Executive Order 13101 home page
<http://www.eh.doe.gov/P2/epp/>

Environmentally Preferable Purchasing Executive Orders, Regulations, Guidelines

Office of the Federal Environmental Executive
www.ofee.gov

Buying Green

FedCenter
<http://www.fedcenter.gov/programs/buygreen/>

What Is Green Purchasing, Anyway?

Office of Personnel Management
www.golearn.gov (Free Catalog Section, then Legislatively Mandated...Topics)

GENERAL PRODUCT INFORMATION

Environmentally Preferable Products

U.S. Environmental Protection Agency

<http://www.epa.gov/oppt/epp/database.htm>

Alternative Fuels and Vehicles

U.S. Department of Energy

<http://www.eere.energy.gov/vehiclesandfuels/epact/federal/>

Biobased Products

U.S. Department of Agriculture

<http://www.biobased.oce.usda.gov/public/index.cfm>

Energy/Water Efficient Products

Federal Energy Management Program

<http://www.eere.energy.gov/femp/technologies/eeproducts.cfm>

Recycled Products and Suppliers

U.S. Environmental Protection Agency Comprehensive Procurement Guidelines

<http://www.epa.gov/epaoswer/non-hw/procure/index.htm>

Materials Exchange Products

(especially chemicals, equipment, and hazardous materials) at other DOE facilities

Log on with user name (erhquser) and password (erhqdoe)

DOE Complex Wide Materials Exchange

<http://wastenot.er.doe.gov/DOEmatex/index.html>

Substitutes for Ozone-Depleting Products

U.S. Environmental Protection Agency

<http://www.epa.gov/ozone/snap/lists/index.html>

SPECIFIC PRODUCT CATEGORIES

Carpet

Contract Language and Standards/Guidelines

U.S. Environmental Protection Agency

Select “carpet” at

<http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open>

Recycled Content Specifications and Suppliers

U.S. Environmental Protection Agency

<http://www.epa.gov/epaoswer/non-hw/procure/products/carpet.htm>

Suppliers

Green Seal “Choose Green Report: Carpet”

http://www.greenseal.org/cgrs/Carpet_CGR.pdf

Cement/Concrete

Recycled Content Specifications and Suppliers

U.S. Environmental Protection Agency

<http://www.epa.gov/epaoswer/non-hw/procure/products/cement.htm>

Cleaning Products

Contract Language and Standards/Guidelines

U.S. Environmental Protection Agency

Select “concrete” at

<http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open>

Suppliers

Green Seal “Choose Green Report: Industrial and Institutional Cleaners”

http://www.greenseal.org/cgrs/CGR_I&I_cleaners.pdf

Construction Materials and Products

Contract Language

U.S. Department of Energy

<http://www.pnl.gov/doesustainabledesign/> , see “Letters of Intent, Construction Contracts”

Paint

Recycled Content Specifications and Suppliers

U.S. Environmental Protection Agency

<http://www.epa.gov/epaoswer/non-hw/procure/products/paint.htm>

Suppliers

Green Seal "Choose Green Report: Architectural Paints"

http://www.greenseal.org/cgrs/CGR_Paints.pdf

Toner Cartridges

Recycled Content Specifications and Suppliers

U.S. Environmental Protection Agency

<http://www.epa.gov/epaoswer/non-hw/procure/products/toner.htm>

DOWNLOAD AND RUN BEES 3.0 SOFTWARE

Register for software at

<http://www.bfrl.nist.gov/oae/software/bees/registration.html> (no cost involved):

- Fill out registration form
- Click submit

To install BEES 3.0d:

- Download bees30dzip.exe, a 14.6 MB self-extracting file. (If prompted during the download, choose to save the file).
- From Windows Explorer, double click on bees30dzip.exe to start the self- extraction process.
- When prompted, choose a folder to unzip the file to and click Unzip.
- Using Windows Explorer, go to the folder you specified in Step 3, double click on Setup.exe and follow the directions on the screen. You will need to choose a folder in which to install BEES 3.0d. This folder must be different from the one you specified in Step 3.

To run BEES 3.0d:

- Select Start->Programs->BEES->BEES 3.0d

OR

- Go to "My Computer" or wherever you can see all folders and files on your computer. Do not try to open the BEES exe file from a software application, such as Word.
- Go to where you stored the BEES files (probably in a folder labeled "BEES")
- Open the BEES30d.exe file
- Go to "Analysis" at top of window
- Go to "Define Parameters"